

Librarian - Vacancy ID: 260845

Open Vacancy

Vacancy Details

Title

Librarian

School/Building

Intermediate School

Number of Openings

1

URL

<https://intermediate.luxcasco.k12.wi.us>

Close Date (11:59 p.m. Central)

Open until filled

Contact

Name

Heather Mleziva

Title

Principal

Email

hmleziva@luxcasco.k12.wi.us

Phone

920-845-2371 x 104

Website

<https://intermediate.luxcasco.k12.wi.us>

Position Details

Position Start Date

As soon as possible

Salary/Wage

Based Upon Experience

Appointment Type

Full Time

Description

The Luxemburg-Casco School District seeks a full-time librarian starting the 2026-27 school year. We are looking for a teacher who truly believes all students can succeed in a global environment by ensuring excellence in both intellect and virtue. We are looking for a teacher who will work well in a collaborative environment and be centered around student success. The primary goal of the librarian shall be to provide intellectual and physical access to materials in all formats; provide instruction which fosters competence and interest in reading, viewing and using information and ideas through technology; and to work with teachers to design strategies on various platforms to meet the needs of individual students.

Required standard minimum skills and qualifications:

- Candidates must have a valid WI Department of Public Instruction license or eligibility to obtain license upon hire (Regular Education or Elementary Education license that encompasses grades 3-6)
- Foster a love of reading by helping students discover books that match their interests and reading levels
- Teach students how to use the library, including checking out/returning books and caring for materials
- Support literacy development through read-alouds, book talks, and reading programs

- Teach basic research and information skills, such as finding books, using age-appropriate databases, and identifying reliable sources
- Collaborate with classroom teachers to support curriculum and classroom learning
- Plan and lead engaging library lessons for elementary students
- Maintain and organize the library collection, including shelving, cataloging, and replacing materials as needed
- Create a welcoming, safe, and inclusive library environment for all students
- Encourage positive student behavior and independence during library visits
- Assist with school-wide events such as book fairs, reading challenges, and literacy celebrations
- Communicate with staff and families about reading initiatives and library resources
- Manage library technology and resources, such as Chromebooks, library software, and digital reading tools
- Knowledge of Wisconsin Information and Technology Literacy (ITL) Standards
 - Ability to teach research, inquiry, and information literacy skills aligned to Wisconsin ITL Standards
- Ability to integrate digital citizenship and ethical use of information into instruction
- Oversees, provides support, and delegates responsibilities to a library paraprofessional
- Participates in all required training, at both a school and district level
- Completes additional duties, as assigned by the principal, to meet requirements of school and federal guidelines

NOTICE OF NONDISCRIMINATION POLICY

The Luxemburg-Casco School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex, pregnancy, or physical, mental, emotional, or learning disability or any basis protected by state or federal laws in any of its programs, activities, or employment. The following staff are designated to receive inquiries regarding the on-discrimination policies: Jane Mathes, Director of Special Education and Student Services, titleix@luxcasco.k12.wi.us 920-845-5549 x 504 or Jo-Ellen Fairbanks, Superintendent, jfairbanks@luxcasco.k12.wi.us 920-845-2391 x 103.

Candidate Requirements

Years of Experience

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Degree

Bachelor

Licenses

- Early Childhood – Middle Childhood Regular Education

Additional Requirements

- Cover Letter
- Resume
- Letters of Recommendation
- Transcripts & Licenses/Certifications

